

Accounting/Payroll Analyst

Purpose Statement

The job of Accounting/Payroll Analyst is done for the purpose of providing support to the Accounting, Payroll, and Fiscal Services Departments with specific responsibility for ensuring the accuracy of complex, technical accounting duties associated with processing and completing accounting transactions, budgets and preparing financial reports using established formats; managing multiple budget codes; maintaining complex computer-based accounting systems; generating budgetary reports; providing informational data; maintaining numerous hard-copy and computerized records and files; drafting informational documents, spreadsheets and correspondence; providing preliminary and final payroll processes and reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and requests for a variety of complex payroll data and/or reports; using discretionary judgement; providing timely and accurate payroll production; and providing department support.

This job reports to Assigned Supervisor

Essential Functions

- Collaborates with and provides guidance and technical support to assigned accounting and payroll staff for the purpose of enhancing productivity and ensuring the accuracy of accounting and payroll processes.
- Monitors, reviews and researches various payroll and accounting processes and/or documentation for the purpose of ensuring accuracy, meeting established timelines and reporting requirements.
- Assists sites with various transactions for the purpose of ensuring compliance with District Business procedures.
- Audits multiple and complex expenditure documents for the purpose of ensuring accurate documentation as per CSAM (California School Accounting Manual) and in compliance with all regulations.
- Compiles statistical and payroll data from a variety of sources for the purpose of providing summaries to other personnel and/or ensuring compliance with established guidelines.
- Coordinates District payroll processes (e.g. reconciling each Payroll Specialist's processes, etc.) for the purpose of ensuring accurate implementation of District payroll processes in compliance with established guidelines.
- Creates and runs financial and budget reports regarding external billing groups for school sites for the purpose of implementing all recurring, custom reports required and complying with all District, State and Federal regulations.
- Generates invoices for all District groups on a quarterly basis, acting as liaison for outside funding groups, for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of communicating necessary procedures and processing transactions.
- Oversees daily audit reports for the purpose of ensuring their completion and accuracy.
- Participates in unit meetings, in-service training, workshops, and year-end closing consultations for the purpose of preparing, conveying and gathering information required to perform job functions.

- Prepares reports for the purpose of ensuring historical documentation and compliance with established financial, legal and administrative requirements.
- Prepares a variety of payroll related reports for the purpose of providing historical documentation, documenting activities, providing written reference, and conveying data and information.
- Responds to inquiries regarding payroll procedures for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Supports the Director of Payroll and Accounting and the Director of Fiscal Services in completing payroll/accounting operations for the purpose of ensuring efficiency, accuracy and historical documentation.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; using pertinent software applications; analyzing budgets; analyzing data; applying assessment instruments; auditing financial reports; and classifying data and/or information.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles practices, procedures and methods of public agency fiscal management; principles and techniques involved in payroll preparation, monitoring and control; advanced professional accounting practices and procedures; labor contracts and their impact on payroll; and State Education Codes and other applicable laws.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing, generating, evaluating and implementing financial procedures for effectiveness and efficiency; preparing clear, concise and comprehensive reports and recommendations orally and in writing; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Six years experience in accounting, finance, payroll, business administration or related field.

Education (Minimum): High school diploma or equivalent. B.S. in accounting or related field preferred.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

District Mandated Training

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 26